



**DEPARTMENT OF THE ARMY**  
US ARMY INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT GORDON  
307 CHAMBERLAIN AVENUE  
FORT GORDON, GEORGIA 30905-5730

REPLY TO  
ATTENTION OF:

IMGO-ZA

APR 24 2014

MEMORANDUM FOR Military Personnel Assigned to USAG-Fort Gordon

SUBJECT: Garrison Commander's Policy Memorandum No. 85 - Submission of Awards, Leaves, Evaluations, and Military Personnel Actions

1. References:

- a. AR 600-8-22, Military Awards.
- b. AR 600-8, Military Personnel Management.

2. PURPOSE. This command is dedicated to ensuring that all Soldiers, Non-commissioned Officers, and Officers who distinguish themselves through exceptional achievement or service, special skills or qualification, and acts of heroism or valor receive the appropriate tangible recognition through an effective awards program. Every member within USAG-Fort Gordon must adhere to and enforce the guidelines established below to ensure timely and appropriate recognition for deserving personnel.

3. POLICY and PROCEDURES. All award recommendations will be prepared, in accordance with, applicable regulations and forwarded to the Garrison Administrative Assistant, electronically, with an attached FG 1203. Recommendations with clerical errors or those without substantial justification will be immediately returned to the submitting unit. All awards must be submitted prior to the desired date of presentation, in accordance with, the following timelines. Under no circumstances will awards be submitted incomplete or with errors just to meet the suspenses listed below:

- a. Certificate, Drivers Badge, DA 31, and DA 4187 2 weeks prior to presentation date.
- b. DA 628, AAM, and ARCOM 30 days prior to presentation date.
- c. Meritorious Service Medal 90 days prior to presentation date.
- d. Legion of Merit 120 days prior to presentation date.

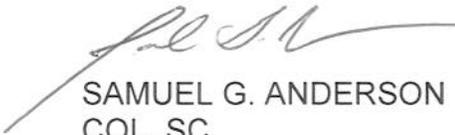
4. It is a leader's responsibility to ensure that quality Soldiers and superior work receive recognition in the form of an award. No Soldier that deserves an award when

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PCSing or ETSing will leave without an Award – this is the standard and it is the responsibility of leaders to ensure awards are submitted on time, complete, and correct. Late submission will be accompanied by a Letter of Lateness explaining in detail why the standard was not met.

5. Point of Contact for this memorandum is MAJ Barry Clark at 791-5790.



SAMUEL G. ANDERSON  
COL, SC  
Commanding